

Office Manager Job Description

Mission: At Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing exceptional customer service to students, staff members, parents, and volunteers. To create an environment that is helpful and welcoming; to establish positive relationships with parents and other staff members. To ensure the school is working within all state/federal laws and guidelines as it relates to finance and staffing.

Qualifications

- Prior employee relations and financial experience
- High school graduate; college level training preferred
- Prior school environment experience preferred
- Prior management and customer service experience preferred
- Knowledge of FACTS financial management system preferred
- Proficient in Microsoft Office; ability to learn new software applications
- Genuine love for and desire to work with parents and their children
- Strong oral and written communications skills
- Strong administrative and organizational skills
- Ability to work in a multi-task environment independently
- Has initiative, foresight; is creative and detail-oriented
- People-oriented; team player
- Active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.
- School-age children of employee must be enrolled Triad Baptist Christian Academy

Supervisor: Director of Education

Personal Conduct

- Maintains a close personal walk with the Lord evidenced by his/her example; Exhibits spiritual leadership among peers and with students; Serves as a Christian role model
- Conducts self in professional manner at all times; Conducts self in word, deed and attitude that are consistent with the current mission, philosophy and goals of the school
- Attends staff meetings, trainings and special events sponsored by the school
- Keeps **all** information confidential
- Maintains a professional image in dress and manner
- Follows all policies and procedures of Triad Baptist Christian Academy
- Serves in the ministry as a team player striving for unity in spirit and action

- Speaks with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion
- Handles conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, not participating in gossip or public criticism of people, programs or policies
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large.
- Observes the Matthew 18 principle in conflict resolution; avoids a negative, critical spirit; takes problems to appropriate administrator as necessary

Professional Development

- Community CPR/First Aid certification
- Fire Safety Training
- Intruder Training

Overall Responsibilities

- Full-time, non-exempt position
- Oversees day to day operations of the Academy Office, which include finances, employee relations, and transportation
- Manage the administrative assistants, events coordinator and receptionist positions
- Reports staff absences to the Director of Education
- Schedules vacation days in advance so that adequate coverage is maintained

Financial

- Oversees all financial aspects of the school which includes but is not limited to: FACTS, parent accounts, delinquencies, scholarships, credit cards, petty cash, merchandising, and concessions
- Meets with new families to set up accounts
- Prepares school deposits
- Assists directors and teachers with their budget appropriations
- Prepares and oversees school budget with Director of Education
- Oversees school purchases to ensure compliance with budget
- Coordinates school fundraising events and purchase of large items from monies raised
- Coordinates furniture purchases for the school
- Ensures retention of financial records
- Maintains school liability insurance and assist parents with injury claims

Employee Relations

- Ensure the school is in compliance will all state/federal employment laws and best practices.
- Conducts initial interviews with applicants
- Coordinates new hire paper work

- Maintains staff files adhering to all state and federal compliance regulations
- Oversees and advises directors on hiring and staff progressive discipline to ensure consistency between divisions
- Coordinates staff tuition discounts
- Generates job descriptions
- Generates staff handbooks and maintains changes
- Assists with benefit communication to employees
- Maintains all compliance with worker's compensation and coordinates with the school insurance
- Coordinates all medical and supplementary insurances for staff; works with school's insurance broker to ensure a quality open enrollment

Transportation

- Ensures adherence to church and insurance guidelines/policies by all bus drivers

Office

- Ensures that all administrative needs of the school are met and all policies/guidelines are followed
- Supervises and performs annual review of administrative assistants, events coordinator and receptionist; supervises activities they coordinate
- Ensures office staff adheres to school administrative policies
- Supervises record retention
- Coordinates the sale of school merchandise

Miscellaneous

- Assists department directors with financial and human resource needs
- Participates as part of the Emergency Team
- Assists teachers with budgeting class trips
- Works alongside Enrollment Coordinator to ensure full enrollment and staffing
- Works alongside Creative Communication Director with advertising
- Others duties as assigned by the Executive Administrator or Director of Education.

Signature

Date